

Injury Prevention Budget Worksheet

Part I: BUDGET FORM

	Amount requested
A. Personnel	
Name (or To be Determined), Position title, Full time salary, % time: Benefits (Medical etc.) (Repeat above per person) Consultants (with justification) Amount per day and number of days	
B. Equipment and supplies	
List items and identify cost per category. Equipment (e.g., Computer, tape recorder, camera) Office Supplies (e.g., disks, paper) Materials for project (e.g., books, videos)	
C. Travel and training	
Cost of lodging, per diem, airfare, mileage (37.5 cents per mile) Be clear about purpose for travel and number of people who will travel.	
Think about required meetings with funder, training events, project meetings. Estimate registration fees and per diem costs.	
D. Communication	
Phone, postage, internet connection.	
E. Indirect costs (be clear about rate)	
F. Total amount requested	

Part II: BUDGET JUSTIFICATION

The budget justification is a narrative explanation of how each of the line items in the budget is directly related (i.e., contributes to the project activities).

A. Personnel

1. describe exactly what roles and responsibilities each person will have on the project (e.g., collect data, make presentations).
2. resumes and/or position descriptions should be included in the appendices.

B. Equipment and supplies

Describe specifically why equipment and supplies will be purchased for the proposed project.

C. Travel and training

Describe the purpose of travel and who is involved. If training, nature of training, sponsoring organization. Indicate exactly how the cost estimates were prepared (e.g., airfare, per diem rates).

D. Communication

Describe need for other expenses and how the funding will be used. Also indicate the cost per item per category.

E. Indirect costs:

Describe how determined. Include copy of current negotiated indirect cost agreement.